

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **LB00822934**

DATE POSTED: **03/01/22**

POSITION NO: **154251**

CLOSING DATE: **03/14/2022 by 5pm**

POSITION TITLE: **Voting Machine Technician**

DEPARTMENT NAME / WORKSITE: **Navajo Election Administration/Window Rock Arizona**

WORK DAYS: <b>Mon - Fri</b>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <b>BQ58A</b>
WORK HOURS: <b>8 a.m. to 5 p.m.</b>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <b>27,519.84</b> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <b>13.18</b> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Performs preventative maintenance/services on voting machines; locate troubles, disassembles, repairs, cleans, and adjusts voting machines/equipment to ensure machines are working properly, maintains records on voting machines and equipment; maintains inventory of voting machine parts; purchase and replace parts; develops and programs data packs for voting machines; develops and programs machines using appropriate election management systems to generate election data and results; deliver voting machine equipment to polling sites; programs and tests operations; conduct poll official training on operation of voting machines; prepares ballot layouts; arranges supply distribution; provide ballot security, storage and final disposition. Must have excellent communication skills, writing, speaking, prepare reports, memorandums, and correspondence; must have knowledge of customer service principles. Must be bilingual and fluent in Navajo and English.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A High school/GED and four (4) years of experience working with elections, ballot printing, voting machine programming and maintenance, and accountability for all election equipment; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Ability in operating characteristics of voting machines and equipment. Knowledge of computer and software components; insulating network system faults to software/hardware problems; ability to lift 80 pounds of election equipment; skill in communicating effectively orally and in writing; knowledge of election codes; effective relationships with others. Speak Navajo and English.

License/Certification Requirements: To obtain a Tribal vehicle driver's license within 90 days of hire.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**